

ODP-81-727

9 JUN 1981


MEMORANDUM FOR: Chief, Acquisitions Branch
Office of Central Reference

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Subscription Renewals - Calendar Year 1981

REFERENCE: Your Memo, same Subject, dated 29 May 1981


Pursuant to your request, we have reviewed the attached list of subscriptions ordered through your office and have deleted copies wherever possible. The deletions are shown in red on the attachment, which I have signed. You may be assured that ODP will continue to scrutinize subscription requests to ensure that only those which are truly needed will be ordered. For further information or clarification, please contact

STAT  of our Administrative Staff on extension

/s/ Bruce T. Johnson

Bruce T. Johnson

Att: a/s

DDA/ODP/AS/ (8June81)

Distribution: Original & 1 - Addressee
1 - Subscription File
1 - Admin Chrono
✓ 2 - Front Office
2 - Registry

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Approved For Release 2003/11/04 : CIA-RDP84-00933R000100190002-1

29 May 1981

ODP #

51-692

MEMORANDUM FOR: Director of Data Processing

FROM :
Chief, Acquisitions Branch
Office of Central Reference

SUBJECT : Subscription Renewals - Calendar Year 1982

1. The attached computer listing represents all the open-source subscriptions (newspapers, periodicals, annual reports and yearbooks) currently ordered for your office through OCR/Acquisitions Branch. Titles requested after the first of May may not appear.

2. Please have members of your staff closely review and revalidate their subscription requirements for Calendar Year 1982 and return one copy of the list to us, reflecting any corrections, deletions or changes. For your convenience there is also attached a key to the format of the listing.

3. Please take particular notice of the unit cost column and bear in mind that inflation has raised and sometimes doubled costs, particularly those publications which originate outside of the US. Gratis or minimal cost items should also be considered in light of increased pouching and processing costs. In addition, many reorganizational changes have recently taken place and we ask that you give careful attention to office designations and make sure that they are both correct and uniform.

4. In order to meet various deadlines imposed on Acquisitions Branch by both US and foreign vendors, it is imperative that one copy of this list be returned to us by 15 June 1981. I would appreciate it if you would personally review and sign the list after your staff members have made their decisions. The name and extension of one person to whom inquiries could be addressed would also prove useful.

5. Thank you in advance for what I'm sure will be your prompt attention.

Attachments:
As stated

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